Adding a Lecture and Discussion Section with Mandatory Relationship

Mandatory Relationship - the student selects the desired discussion section and they are automatically registered for the lecture that is related to the chosen discussion. The credit hours will be posted to the discussion section.

To create the Lecture section(s)

After searching for a course (See Searching for a Course - Planner), click New: Click here to add a new section.

Complete the necessary fields on the Create Section page.

Basic Information
Will default to session selected on previous page.
Will default to Stand-alone section type. Select Lecture from drop down list.
Select either Yes or No.

*If Yes oval is selected, the Override Start Date and Override End Date fields will display.

Enter the appropriate Override dates either manually or by utilizing the calendar pop-up option.

Enter three digits, then tab, and a zero (0) will automatically be inserted before the three digits.
Should be Academic Unit Course for mandatory relationship lecture.
Select appropriate registration status.
Enter section subtitle, if applicable.

Select section restriction, if applicable.

Enter number or check the Unlimited box.

Academic Unit Course

Open

Time & Location

Click Add a time & location link.

Time Location

Add a time & location

Hours

Select Yes. Credit Hours will move to the discussion section when it is added.

Select appropriate credit hours from drop down list, click Add.

If applicable, enter the appropriate number of hours.
If applicable, enter the appropriate number of hours.

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
<tr>
<td>3 ▼ Add</td>
</tr>
</tbody>
</table>

See [Credit Hour Terminology](#) for more information.

**Additional Information**

- Will default to *Face to face*;
- if this not the correct mode, click [remove](#).

Select the appropriate [Delivery Mode(s)](#) from drop down list, click [Add](#).

If applicable, select the appropriate [Delivery Tool(s)](#) from drop down list, click [Add](#).

Once you have completed the page, click [Save](#).
You will received the following confirmation screen.

Click to go to the panel. On this panel, you will update the following fields:

- Building Preferences - see Building Preference for more information
- Media Preferences - see Media Preference for more information
- Room Preferences - see Room Preference for more information
- Textbooks - see Textbooks & Resources prior to October 2017 for more information
- Course and/or Section descriptions

» If more than one lecture is to be offered, repeat the above instructions to create the necessary lecture sections.

To create the Discussion section(s)

From the Sections page, click New: Click here to add a new section.

Complete the necessary fields on the Create Section page.

Basic Information
Will default to session selected on previous page.

Will default to Stand-alone section type. Select Discuss ion from drop down list.

Select either Yes or No.
"If Yes oval is selected, the **Override Start Date** and **Override End Date** fields will display.

Enter the appropriate **Override** dates either manually or by utilizing the calendar pop-up option.

![Override Dates Input]

- Enter three digits, then tab, and a zero (0) will automatically be inserted before the three digits.
- Select from drop down list. Click  for definitions.
- Select appropriate registration status.
- Enter section subtitle, if applicable.

Select section restriction, if applicable.

Enter number or check the **Unlimited** box.
Time & Location

Click Add a time & location link.

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
</table>

Add a time & location

Hours

Select Yes. Credit Hours for a mandatory relationship must be on the discussion section.

Select appropriate Credit Hours from drop down list, click Add.

When you click Save at the bottom of the page, the credit hours will be removed from the lecture section and added to the discussion section.

If applicable, enter the appropriate number of hours.

If applicable, enter the appropriate number of hours.

If applicable, enter the appropriate number of hours.
 Related Sections
Select appropriate lecture from drop down list.
Check Relate to all sections box, if applicable.
Select Mandatory from the drop down list.
Click Add.

Related Section | Related Type
----------------|------------------
PSY:1001:0BBB - Lecture | Mandatory

Additional Information
Will default to Face to face; if this not the correct mode, click remove.
Select the appropriate Delivery Mode(s) from drop down list, click Add.

If applicable, select the appropriate Delivery Tool(s) from drop down list, click Add.

Once you have completed the page, click Save.
Delivery Mode

Face to face

Delivery Tool

Save

You will receive the following confirmation screen.

Offerings Planner > Sections

Elementary Psychology
PSY:1001 (031:301)

The Course Section has been saved to the database.

Click here to add a new section

Check all  | Uncheck all

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Registration Status</th>
<th>Planner Status</th>
<th>Time/Location</th>
<th>Car</th>
<th>Opt</th>
<th>HSIS Opt</th>
<th>Section Type</th>
<th>Instructor</th>
<th>Book Indicated</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>view 0BB8</td>
<td>Open</td>
<td>Planning</td>
<td>2:30P - 3:20P MW</td>
<td></td>
<td>540</td>
<td>0</td>
<td>Lec</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>view 0B30</td>
<td>Open</td>
<td>Planning</td>
<td>8:30A - 9:20A Th</td>
<td>0</td>
<td>30</td>
<td>30</td>
<td>Disc</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Click view to go to the Edit Section Information Summary panel. On this panel, you will update the following fields:

- Building Preferences - see Building Preference for more information
- Media Preferences - see Media Preference for more information
- Room Preferences - see Room Preference for more information
- Textbooks - see Textbooks & Resources prior to October 2017 for more information
- Course and/or Section descriptions

If more than one discussion section is to be offered, repeat the above instructions to create the necessary discussion sections.

When all updates are complete, click Submit to Workflow.